



Job Announcement

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TTY/D use Maryland Relay Service

SPANISH BI-LINGUAL APPLICANTS ENCOURAGED TO APPLY

Opening Date:	June 30, 2011	Closing Date:	July 14, 2011
Job Title:	Traffic Processing Clerk I/II	Position Type:	Regular Full Time
PIN:	076882	FLSA Status:	Non-Exempt
Location:	District Court of Maryland Traffic Processing Center Annapolis, Maryland	Grade/Entry Salary:	Level I - J4 \$25,474 - \$30,110 Level II - J5 \$27,035 - \$31,996 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Provide excellent and continuous customer service to internal and external callers via the telephone. Receive Maryland uniform traffic citations from law enforcement agencies, District Court commissioners and clerks; verify and process transmittals and entry into the Maryland Automated Traffic System and batch file. Remove from batch and process for entry if necessary. Receive entered citation batches, file and maintain batch storage. Retrieve and provide copies of records in response to internal and external caller inquiries. Receive and count statewide requests for traffic trial waivers and trial requests and sort by court location for data entry. Receive and store microfilm tapes from Judicial Information Systems and retrieve records from microfilm in response to inquiries.

Education: High School Diploma or GED.

Experience: Level I - Two years of general clerical experience.
Level II - Three years of general clerical experience.

Skills/Abilities: Knowledge of modern office practices, procedures and equipment; basic English and arithmetic. Ability to file using alpha and numeric filing systems and to sort, process, verify, proofread and file miscellaneous reports and documents. Ability to operate various types of office equipment and perform routine functions on a personal computer or terminal. Ability to communicate effectively with the public and Court personnel and provide information in a polite and efficient manner in person and on the telephone. Ability to understand and follow instructions. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.